



## Jeffries Point Neighborhood Association License and Occupancy Change Request Process

[www.jeffriespoint.org](http://www.jeffriespoint.org)  
[board@jeffriespoint.org](mailto:board@jeffriespoint.org)

### **Process Overview:**

Thank you for contacting the Jeffries Point Neighborhood Association (JPNA). The purpose of this document is to describe the License and Occupancy Request Process, which allows neighbors to provide input and to feel sufficiently informed in order to vote on your request. Neighborhood votes are communicated to the City of Boston and considered, along with other criteria, when a decision is made by the city regarding your request. Please retain a copy for your records.

The purpose of the license and/or occupancy review is to foster discussion and input with abutters and neighborhood residents. The number of times you present to the neighborhood is based upon answering questions raised with enough information that allows neighbors to make an informed vote. The license and occupancy request review steps are as follows:

- 1) The form at the end of this process document must be completed and sent to the JPNA with your request to present at a monthly neighborhood meeting.
- 2) A brief overview of your request or a short presentation regarding your request should be prepared. This information will be posted to the JPNA website for neighbors to review in advance of the neighborhood meeting. Neighbors will expect you to discuss: (1) Type of license requested. If you currently have a license, a description of what you have and why you're requesting the change; (2) Current and proposed occupancy of your business; (3) Proposed hours under the license, including what you currently have for hours if you already have an establishment; (4) Any benefit statement you'd like to make to neighbors for their consideration as they vote.
- 3) A copy of your material must be emailed to the JPNA Board ([board@jeffriespoint.org](mailto:board@jeffriespoint.org)), a week prior to attending the neighborhood meeting. Please note that all material presented at neighborhood meetings is made public to those accessing the Jeffries Point Neighborhood Association website and other social media. You will not be able to present unless the material is made available beforehand.

The JPNA Board will schedule your project for a vote at the next available monthly meeting after neighbor reviews are complete. Your vote meeting date is not finalized until you receive confirmation from the JPNA Board. All agendas are posted on the [JPNA's Facebook Page](#) and [Website](#). ([East Boston Times](#), [Eastie Now](#) and [EastBoston.com](#) may also have information.) After a vote has been taken, the JPNA will send a letter indicating the result of the vote and comments raised by the community to the applicable City Licensing Commissions and the City of Boston, with your as the applicant copied on the correspondence.

**Notification Requirements:** No more than three (3) weeks, and no less than one (1) week before the community meeting you must physically notify every domicile and business within 300 feet of your business for the licensing request by posting flyers.

***Flyer notification to the neighborhood must:***

- Include location of proposed license
- Include date, time and location of the JPNA meeting when you will present
- Include clear summary and details about the request, (type of license, proposed hours, occupancy)
- Include your contact information
- Include [www.jeffriespoint.org](http://www.jeffriespoint.org) contact info to view meeting agenda
- Be hand delivered, mailed to residents or posted in an entryway or vestibule
- Be written in English and Spanish

*This notification process complies with the guidelines of the City of Boston, if you do not comply with these guidelines, you risk having the meeting voided. If you have obtained letters, petitions or have documentation from the community please bring them to the meeting and share them with the board.*

## JPNA Project Licensing or Occupancy Change Request Form

**Requestor Name:**

**Email:**

**Phone:**

**Mailing Address (Street address only, no PO Box):**

**Project Location Address:**

**Do you currently own the location address (Y/N)?**

**If yes, what is the current business and how long have you operated this business?**

**Do you already have a license that you are requesting to modify? If so, please describe:**

**If you do NOT own the location address, when do you anticipate purchase and when do you anticipate business startup?**

**Project Overview and Purpose for the License Request:**

**What date did you distribute leaflets to the neighborhood to provide notification of this request?**

**What date do you anticipate addressing the City of Boston Licensing Commission regarding this request?**

**Form Completed by:**

**Date Completed:**

**Signed:**